



NOTICE OF COMMISSION MEETING AND AGENDA
DES MOINES AREA REGIONAL TRANSIT AUTHORITY
DART MULTIMODAL ROOM, 620 CHERRY STREET
MARCH 6, 2018 – 12:00 PM



	Page #
1. CALL TO ORDER	
2. ROLL CALL AND ESTABLISHMENT OF QUORUM	
3. NOTICE OF MEETING	
4. APPROVAL OF MARCH 6, 2018 AGENDA	
5. PUBLIC COMMENT (Limit 3 minutes)	
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13. NEXT MEETING: Regular DART Meeting - Tuesday, April 3, 2018 – 12:00 P.M.	
14. ADJOURN	

Language, visual, hearing and transportation services are available at meetings upon request. For requests, please call DART at 515.283.8100 at least 48 hours in advance of the meeting.



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES
620 CHERRY STREET – DES MOINES, IOWA 50309
FEBRUARY 6, 2018**



ROLL CALL

Commissioners/Alternates Present and Voting:

Vern Willey, Gary Lorenz, Doug Elrod, Michael McCoy (arrived 12.04pm), Josh Mandelbaum, Michael Just, Mike Backous, Tom Cope, Sara Kurovski, Angela Connolly, Zac-Bales Henry (arrived at 12.04pm) and Tom Hadden.

Commissioners Absent:

John Hathaway, Jeremy Hamp, Paula Dierenfeld, Dean Brand, Jason Morse, Gerald Lane, Tom Gayman and Steve Gaer.

Other Commissioners/Alternates Present:

Frank Cownie (arrived at (12.06pm)

CALL TO ORDER

Treasurer Sara Kurovski called the meeting to order at 12:02 p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Treasurer, Sara Kurovski requested a motion to approve the agenda as presented.

It was moved by Vern Willey and seconded by Tom Hadden to approve the February 6, 2018 agenda. The motion carried unanimously

PUBLIC COMMENT

No Comments

TRANSIT RIDERS ADVISORY COMMITTEE

Mark Hutchins, Vice Chair of TRAC gave an update that since the February Service changes on routes 1, 4, 5 and 17 and shared they are going well. Wi-Fi updates on the buses positive. Trip Planner update.

CONSENT ITEMS

7A – Commission Meeting Minutes – January 9, 2018

It was moved by Mike McCoy and seconded by Vern Willey to approve the consent items as presented. The motion carried unanimously.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – FEBRUARY 6, 2017**



ACTION ITEMS

8A – FY2019 Budget Public Hearing Date March 6, 2018

Jamie Schug, Chief Financial Officer shared that the DART staff began preparing the FY2019 DART Budget this past fall and apprised the DART Commission monthly on any changes to the assumptions used to develop the proposed budget. The Commission was reminded of the budget workshop, which was held on January 19, and the city managers budget meeting on January 31st. Based on these meetings and feedback, the Commission were provided with an updated summary revenue and expense charts for the proposed FY 2019 budget. Per the 28M Agreement, the Regional Transit Authority must hold a public hearing on the proposed budget and allow any member community or the public to provide information to the Commission prior to its adoption of the budget. A public hearing on the proposed budget is scheduled for: Tuesday, March 6, 2018 at 12:00 P.M. at the DART Offices – 620 Cherry Street, Des Moines, Iowa 50309 (the hearing will be held immediately prior to the regular DART Commission meeting where the Commission will consider adoption of the FY2019 budget in advance of the 28M Agreement's deadline of March 15, 2018).

It was moved by Angela Connolly and seconded by Doug Elrod to approve a Public Hearing on the FY2019 Budget on March 6, 2018. The motion was carried unanimously.

8B – Updated DART Procurement Policy

Mike Tiedens, Procurement Manager shared that DART's Procurement Policy and Procedures Manual last updated and approved by the Commission in October 2014 and changes in Federal legislation as well as within the organization need to be updated in the policy. A clean redline policy was included in the commission pack. A summary of changes to the DART Procurement Policy were highlighted as part of the presentation.

It was moved by Tom Hadden and seconded by Vern Willey to approve the updated DART Procurement Policy and Procedures Manual as presented. The motion carried unanimously.

8C – Bus Shelter Contract

Mike Tiedens, Procurement Manager outlined the specifics of the procurement for the Manufacture and Delivery of Bus Shelters. Funding for this project will come from the capital budget.

It was moved by Angela Connolly and seconded by Tom Hadden to approve a five (5) year contract with Brasco International, Inc. to Manufacture and Deliver Transit Bus Shelters for the amount Not to Exceed \$1,500,000 and approve the purchase of ten (10) Type "A" shelters with options for solar power and art display panels for the total purchase price of \$126,000. The motion carried unanimously.

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8D – December 2017 Financials

Amber Dakan, Finance Manager provided a presentation on the October 2017 Financials. Fixed Route Operating revenue is 2.4% under budget projections. Operations expenses are 6.97% below budget projections year to date.

Paratransit Operating revenue is 17.14% lower than budget expectations. Operating expenses are currently showing budget savings of 8.60%.

Rideshare revenues were 7.42% below budget. Operating expenses are below budgetary expectations by 6.21%.

It was moved by Tom Hadden and seconded by Tom Cope to approve the December 2017 Financials. The motion carried unanimously.

DISCUSSION ITEMS

9A – Reserve Fund Policy

Jamie Schug, Chief Financial Officer shared that the current General Fund Reserve Policy was adopted in the fall of 2014 and is subject to review and revision by the DART Commission at least every three (3) years. DART staff reviewed several other organizations General Fund Reserve Policies as well as the recommended best practices of the Government Finance Officers Association. The General Fund Reserve Policy is included in the packs. Staff recommends no changes to the policy at this time.

9B – Quarterly Investment Report

Amber Dakan, Finance Manager introduced Amy Mitchell, Director with Miles Capital to share the investment performance for calendar year 2017 with emphasis on fourth quarter; October 1, 2017 – December 31, 2017. The Investment Report was provided for review.

9C – Quarterly Safety Report

Tim Sanderson, Chief Operating Officer, on behalf of Pat Daly, Safety Operations Manager, provided a presentation on the FY 2018 – Second Quarter Safety report.

9D – DART Long Term Planning and Vision

Elizabeth Presutti, Chief Executive Officer gave a presentation outlining the approach and schedule for accomplishing the long-range planning efforts – The Vision, Long Range Transit Services Plan and Funding Strategy - by the DART Commission. She further outlined the specific approach for developing the vision for DART, which will occur between March and June of 2018.

9E – Performance Report – December 2017

Elizabeth Presutti, Chief Executive Officer shared that road calls in December were 7.39 for every 100,000 miles which is down significantly from 2016 where we were at 33 road calls per 100,000 miles. This affects the quality of service we are providing on the roads and to our customers. Credit

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to the DART Maintenance department in reducing these numbers. 7,700 riders used mobile ticketing app in December, which continues to increase every month. Ridership was down 1.5% and year to date we are down 0.62%. The month of December does have some fluctuation with the Holidays. We are seeing consistent growth with Route 5 (Johnston) and 17, which has extensions to the Outlets of Des Moines.

MONTHLY REPORTS

10A – Operations

No update

10B – Engagement

Amanda Wanke, Chief External Affairs Officer provided an update on the Veterans ride for free promotional month. DART has collaborated with the Polk County Veterans Affairs to provide a month-long promotion in May and the VA will reimburse DART for the rides. Staff from area organizations are working together to ensure that as many veterans as possible are aware of the program. Amanda Wanke also shared that staff are finalizing a schedule for the Deer Ridge Community Shuttle. The shuttle will begin Feb. 26 and will run at least two days a week with several trips to the Windsor Heights Wal-Mart where riders can transfer to the Route 3 and/or access the many services at Wal-Mart and in the Windsor Heights area. We will be collecting data on this over the next few months and bring back to the Committee in the summer.

10C – Procurement

No update

10D - Chief Executive Officer

Elizabeth Presutti, Chief Executive Officer shared that the Executive Committee met on January 26 and reviewed and approved the withdrawal letter. These were sent out last week and a copy was provided for review. New Commissioner Appointments were identified and an update was provided on DART's collaboration with DMARC to have the mobile food pantry twice a month at DART Central Station starting on March 1, 2018.

FUTURE AGENDA ITEMS

None

COMMISSIONER ITEMS

12A – Update from Legal Counsel

Legal Counsel Paul Drey from Brick Gentry provided a legal update regarding withdrawing member's obligations or rights, the ability of DART to establish policies for a withdrawing community to re-enter DART as well as for a new community to join DART and whether DART can institute an endowment program.

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COMMISSION MEETING MINUTES – FEBRUARY 6, 2017**



FUTURE 2018 MEETING DATES:

March 6, April 2, May 1, June 5, July 10, August 7, September 4, October 2, November 6 and December 4.

Treasurer, Sara Kurovski adjourned the meeting at 1:41 p.m.

Chair

Clerk

Date

*****OFFICIAL NOTICE OF THE NEXT DART COMMISSION MEETING DATE IS HEREBY PUBLISHED:**

The next regular DART monthly Commission Meeting has been scheduled for March 6, 2018 at 12:00 pm in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa.



CONSENT ITEM



6B: RideShare 15-Passenger Van Purchase

Action: Approve the purchase of twenty (20) RideShare passenger vans for the RideShare Program from Karl Chevrolet for the amount Not to Exceed \$637,000 through the utilization of the State of Iowa – Department of Administrative Services contract.

Staff Resource: *Mike Tiedens, Procurement Manager*

Background:

- DART's Capital Investment Program calls for the replacement of a Rideshare van every five (5) years. This will allow the average age of the fleet to stay near the target of 2.5 years.
- DART's most recent RideShare van purchase was in January 2017. Fifteen RideShare vans were purchased at that time and all vehicles had a 15 seat configuration.

Procurement:

- DART will be utilizing the State of Iowa – Department of Administrative Services contract for the purchase of the vans.
- The model is the Chevrolet Express and the contracted vendor is Karl Chevrolet.
 - Base unit price = \$28,923
 - Allowance for 10% contingency for make ready, options, and delivery
- DART has reviewed the state's purchasing documentation and determined that the solicitation meets DART's procurement policies and Karl Chevrolet is a responsive and responsible bidder.

Funding:

- Funding will come from budgeted Rideshare capital funds and the required local match.

Recommendation:

- Approval of the purchase of twenty (20) 2018 model year Rideshare vans from Karl Chevrolet. All vans will have a 15 passenger seat configuration. The total purchase cost is Not to Exceed \$637,000.



CONSENT ITEM



6C: Medium-Duty Bus Purchase

Action: Approve the purchase of six (6) Medium Duty Buses from Hoglund Bus for the amount Not to Exceed \$914,000 through the utilization of the State of Iowa, Department of Transportation (DOT) contract.

Staff Resource: Mike Tiedens, Procurement Manager

Background:

- The six (6) buses will replace Paratransit and Flex/On Call vehicles that have met their useful life and are due for replacement as well as one bus that was a total loss in an accident.
- Paratransit Service Buses:
 - Five (5) 27' Champion Defenders, model year 2018
 - \$144,217.20 per bus
- Flex/On Call Service Buses:
 - One (1) 27' Champion Defender, model year 20178
 - \$149,243.29 per bus
- Useful life of the vehicles is seven (7) years.

Procurement:

- DART will be utilizing the State of Iowa, Department of Transportation (DOT) contract for the purchase of the six (6) medium duty buses.
- DART has reviewed the state's purchasing documentation and determined that the solicitation meets DART's procurement policies and Hoglund Bus Company is a responsive and responsible bidder.
- Like the prior purchase DART has added a specification for a rear emergency exit door to this pending purchase.

Previous Purchases:

- In March 2017, the DART Commission approved a purchase of six (6) Medium Duty Buses from the existing Iowa DOT Contract. The previous purchase amount was Not to Exceed \$875,407.89.
 - Paratransit – 4 X 27' Champion Defenders
 - Flex/On-Call – 2 X 27' Champion Defenders
- In October 2015, the DART Commission approved a purchase of six (6) Medium Duty Buses from the existing Iowa DOT Contract. The previous purchase amount was Not to Exceed \$769,306.92.
 - Paratransit – 1 X 27' Champion Defender and 2 X 31' Champion Defenders



CONSENT ITEM

6C: Medium Duty Bus Purchase

- Flex/On-Call – 3 X 27' Champion Defenders
- In March 2015, the DART Commission approved a purchase of six (6) Medium Duty Buses from the existing Iowa DOT Contract. The previous purchase amount was Not to Exceed \$809,424.00.
 - Paratransit – 3 X 27' Champion Defenders
 - Flex/On-Call – 3 X 27' Champion Defenders

Funding:

- Budgeted capital funds and the corresponding DART local match.

Recommendation:

- Approval of the purchase of six (6) 2018 model year Medium Duty Buses from Hoglund Bus Company. The total purchase cost is Not to Exceed \$914,000. This includes 5% contingency.



ACTION ITEM



7A: DART Electric Bus Pilot Project

- Action:**
- A. Approve Electric Bus Pilot Project and Funding Plan.**
 - B. Approve grant acceptance for DERA Grant.**
 - C. Approve a contract for the purchase of seven (7) Battery Electric Buses with Proterra Inc. and the corresponding charging stations for the Not to Exceed amount of \$6,510,000.**

Staff Resource: *Tim Sanderson, Chief Operating Officer*
Mike Tiedens, Procurement Manager

Project Background:

- In June 2017 the DART Commission approved staff to submit a grant application for the FTA Low or No Emission (LowNo) grant for the purchase and installation of a battery electric bus pilot program.
 - DART was awarded a LowNO grant in September 2018 for \$1.45 million.
- In July 2017 in the Procurement Report, DART announced the award of a partnership per a request for proposal with Proterra, Inc. to develop a comprehensive electric bus plan including grant writing, training, manufacturing and the implementation of the buses and charging systems.
 - Proterra Inc. background:
 - Proterra Inc. was formed in 2004 and currently has over 250 vehicles in service across the country.
 - Customers include: Quad Cities MetroLink, San Joaquin RTD / Stockton, Foothill Transit Agency (S. California) and VIA Metro – San Antonio, TX
- Since the award of the LowNo grant DART staff have worked to develop a project and funding plan to maximize the use of the awarded grant funds.
- The proposed project elements for the DART Electric Bus pilot include:
 - Seven (7) electric buses - range suitable for all-day service
 - Depot charging stations
 - 1100 DART Way infrastructure improvements
 - Electrical service upgrade Transformer upgrade
 - Generator back-up



ACTION ITEM

7A: DART Electric Bus Pilot Program

- The anticipated total pilot project cost is \$7,071,000. The funding plan is as follows:

Funding Source	Amount	Share
FTA Formula Grants	\$3,494,650	49%
FTA Low-No Grant	\$1,450,000	21%
DERA Grant	\$378,000	5%
DART Local and City of DSM	\$934,350	13%
MidAmerican Energy	\$814,000	12%
Total	\$7,071,000	100%

DERA Grant Background:

- In an effort to secure more funding DART staff applied for a grant opportunity through the Environmental Protection Agency's Diesel Emission Reduction Act (DERA) grant program. The DERA grant is being managed by the Iowa DOT.
- DART was recently notified that the electric bus pilot project was selected for funding. The award amount is \$378,000 which will go towards bus and charging station purchases.

Electric Bus Contract Pricing Summary:

- The electric bus pricing was provided as part of Proterra's response to DART's RFP.
 - Battery Electric Bus: \$863,000
 - Charging Station: \$40,000
 - 3% contingency for other make ready costs

Recommendation:

- Approve the proposed Electric Bus Pilot Project and Funding Plan.
- Approve grant acceptance for DERA grant.
- Approve a contract for the purchase of seven (7) Battery Electric Buses with Proterra Inc. and the corresponding charging stations for the Not to Exceed amount of \$6,510,000.



ACTION ITEM



7B:	RideShare Minivan Purchase
Action:	Approve the purchase of five (5) RideShare Minivans from Billion Automotive – Clinton Toyota for a Not to Exceed Amount of \$160,000.

Staff Resource: *Mike Tiedens, Procurement Manager*

Background:

- DART's Capital Investment Program calls for the replacement of a Rideshare minivan every five (5) years. This will allow the average age of the fleet to stay near the target of 2.5 years.
- DART's most recent RideShare minivan purchase was in April 2017. Eight (8) RideShare Minivans were purchased at that time. DART utilized the State of Missouri – Department of Transportation contract to purchase the minivans.

Procurement:

- DART conducted an Invitation for Bid for the RideShare Minivan provider. The IFB was published on February 2, 2018 and bids were due at 2:00 PM on February 19, 2018.
- Four firms submitted bids and all bids were deemed responsive.

Dealer	Price per Unit
Billion Auto – Clinton Toyota	\$30,481
Toyota Scion of Iowa City	\$32,214.67
Wilson Toyota - Ames	\$32,307
Stew Hansen's Dodge City	\$24,130 (not compliant with Buy America Wavier)

- Billion Automotive – Clinton Toyota submitted the lowest bid for the 5 minivans, and they were deemed a responsible bidder.
- The minivan model that was bid is the Toyota Sienna.
- Buy America Information:
 - There are no minivans that are currently compliant with the Buy America requirements.
 - FTA has issued a blanket waiver that waives the domestic content requirement, but not the final assembly requirement.
 - The blanket waiver identifies only 4 vehicles that comply with the current Buy America Waiver: Ford Expedition, GMC Acadia, Toyota Sienna, and Honda Odyssey.
 - No waiver-compliant vehicles are available for purchase on any State of Iowa contracts.



ACTION ITEM

7B: RideShare Minivan Purchase

Funding:

- Funding will come from budgeted Rideshare capital funds and the required local match.

Recommendation:

- Approve the purchase of five (5) RideShare Minivans from Billion Auto – Clinton Toyota for a Not to Exceed Amount of \$160,000. This includes a 5% contingency for make ready costs and delivery.



ACTION ITEM



7C: January FY2018 Consolidated Financial Report

Action: Approve the January FY2018 Consolidated Financial Report

Staff Resource: Amber Dakan, Finance Manager

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating revenue is 4.69% under budget projections. Other Contracted Services continues to outperform budget which is offsetting Cash Fares operating under budget.
- Fixed Route Non-Operating revenue is currently 0.96% above budget. FTA lease funds are driving the performance level and offsetting a few under budget line items.
- Paratransit Operating revenue is 19.37% lower than budget expectations. All three categories are lower than expected. Primarily, Other Contracted Services trips makes up the largest variance.
- Paratransit Non-Operating revenue is on target.
- Rideshare revenues are 6.8% below budget. Rideshare year to date revenue has dipped below expenses but is projected to be corrected prior to year end.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses are 5.69% below budget projections year to date. Fuel and Lubricants, Salaries, Wages & Fringes, and Insurance are seeing the largest savings.
- Paratransit Budget Summary – Operating expenses are currently showing budget savings of 7.3%. Fuel and Lubricants, Salaries, Wages & Fringes, and Equipment Repair Parts are the categories seeing the most savings.
- Rideshare Budget Summary – Rideshare expenses are below budgetary expectations by 4.34%. Fuel & Lubricants, Salaries, Wages & Fringes, and Miscellaneous Departmental Expenses are the three categories seeing the most savings.

Recommendation:

- Approve the January FY2018 Consolidated Financial Report.

**** TOTAL Un-Audited Performance of January FY2018 Year to Date as Compared to Budget:**

Fixed Route	\$	892,541	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	(75,108)	\$281,470.97
Rideshare	\$	<u>(11,820)</u>	
Total	\$	805,613	

FY2018 Financials:

January 2018

FIXED ROUTE	January 2018			Year-To-Date-(7) Months Ending 1/31/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	382,430	463,642	(81,211)	3,093,175	3,245,492	(152,317)
Non-Operating Revenue	1,856,280	1,848,126	8,154	13,061,124	12,936,880	124,244
Subtotal	2,238,710	2,311,767	(73,057)	16,154,299	16,182,371	(28,072)
Operating Expenses	2,252,934	2,311,767	58,834	15,261,758	16,182,371	920,613
Gain/(Loss)	(14,224)	-	(14,224)	892,541	-	892,541

PARATRANSIT	January 2018			Year-To-Date-(7) Months Ending 1/31/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	101,572	150,983	(49,411)	852,155	1,056,883	(204,728)
Non-Operating Revenue	112,485	113,417	(931)	788,381	793,917	(5,536)
Subtotal	214,058	264,400	(50,342)	1,640,536	1,850,801	(210,265)
Operating Expenses	265,347	264,400	(947)	1,715,644	1,850,801	135,157
Gain/(Loss)	(51,289)	-	(51,289)	(75,108)	-	(75,108)

RIDESHARE	January 2018			Year-To-Date-(7) Months Ending 1/31/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	67,235	68,792	(1,556)	448,815	481,542	(32,727)
Non-Operating Revenue	-	-	-	-	-	-
Subtotal	67,235	68,792	(1,556)	448,815	481,542	(32,727)
Operating Expenses	73,535	68,792	(4,743)	460,635	481,542	20,907
Gain/(Loss)	(6,299)	-	(6,299)	(11,820)	-	(11,820)



ACTION ITEM



7D:	Withdrawal Approval from Cities
Action:	Approve the cities of Carlisle, Elkhart, Mitchellville, Polk City and Runnells withdrawal as a participating community of DART with the provision these cities pay DART for its share of outstanding DART liabilities

Staff Resource: *Paul Drey, DART Legal Counsel*
Elizabeth Presutti, CEO

Background:

- DART received notification prior to December 31, 2016 from the cities of Carlisle, Elkhart, Mitchellville, Polk City and Runnells, requesting to withdraw from DART effective June 30, 2018.
- Letters to all of DART's participating communities notifying them of their intent to withdrawal were sent out by each of the cities requesting withdrawal.
- Article XVI of the Amended and Restated Agreement for Des Moines Regional Transit Authority provides that the DART Commission, in its sole discretion, may require a participating community seeking withdrawal from DART to pay over to DART an amount determined by the Commission to be necessary to fully fund the withdrawing participating community's share of bonds or credit obligations issued to fund the construction of capital improvements or the acquisition of equipment for DART.
- DART sent letters to the cities of Carlisle, Elkhart, Mitchellville, Polk City and Runnells in December 2017 outlining their share of outstanding debt liabilities and requesting confirmation how they would like to pay those liabilities.
- The table below illustrates each withdrawing communities pro rata share of the debt service due on the 2010 Limited Tax General Obligation Bonds and 2016 Bus Lease assuming a June 30, 2018 withdrawal date.

Community	Amount Due
Carlisle	\$53,062.84
Elkhart	\$7,226.30
Mitchellville	\$19,587.86
Polk City	\$79,290.72
Runnells	\$5,448.60
TOTAL	\$164,616.32

- The total debt service reserve for future debt obligations for the cities of Carlisle, Elkhart, Mitchellville, Polk City and Runnells is \$164,616.32.
 - The payments for Carlisle, Elkhart, Mitchellville and Polk City totaling \$159,168 will be levied through property taxes.
 - The payment for Runnells totaling \$5,448 will be paid via check before the end of FY 2018.

Recommendation:

- Approve the withdrawal of the Cities of Carlisle, Elkhart, Mitchellville, Polk City and Runnells provided each pay the pro rata share of outstanding debt as outlined to DART.



PUBLIC HEARING



8: Public Hearing on Proposed FY2019 DART Budget and Tax Levy
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Staff Resource: *Jamie Schug, Chief Financial Officer*

Background:

- Per the 28M Agreement and Section 28M.4 of the Iowa Code, the Regional Transit Authority must hold a public hearing on the proposed budget and allow any member community or the public to provide information to the Commission prior to its adoption of the budget.
- Any written correspondence received prior to the meeting will be available for review.

Public Hearing Procedures:

- Any participants wishing to speak on the proposed subject should sign up in advance on the appropriate speakers list.
- If necessary, DART staff will make a brief presentation regarding the subject of the hearing prior to receiving comment.
- Speakers will be asked to state their:
 - Name
 - Address
 - Affiliation (if any)
- Speakers will be asked to limit their remarks to 3 minutes.
- Written comments/emails received to date will be made available to anyone wishing to review them.



ACTION ITEM



8A: FY2019 Budget and Tax Levies

Action: Certify the Proposed FY2019 DART Budget and the FY2019 Regional Transit Authority Tax Levies as presented

Staff Resource: Jamie Schug, Chief Financial Officer

Background:

- Staff began preparing the FY2019 DART Budget this past fall and apprised the DART Commission monthly on any changes to the assumptions used to develop the proposed budget.
- A workshop was held with Commission members on January 19th where staff outlined the proposed FY2019 Budget in detail.
- The staff also met with the member government city managers on January 31st following the same format as the commission workshop.

Budget:

DART has made significant progress in serving the community, but we continue to hear from residents, businesses and community leaders about many unmet needs. The DART team seeks to address some of those needs in a creative, responsible and innovative manner, while the DART Commission works this year to determine the long-term plan for transit in our region and further identify the funding to meet those needs. The FY2019 budget aims to support this progress over the next year, with strategic initiatives including:

- Commission planning to determine the long-term vision for transit in our region as well as potential funding tools;
- Launch of a new fare collection system to improve the customer experience and garner efficiencies;
- Launch of an electric bus pilot;
- Initiatives to increase ridership including a new marketing campaign, implementation of route schedule adjustments to better meet rider needs, and new and expanded routes due to partnerships;
- Implementation of DART's first true crosstown on the Euclid/Douglas corridor — allowing residents to travel between eastern and western Des Moines without having to go downtown to transfer — made possible by an ICAAP grant through the State of Iowa;
- Continued technology expansion with the addition of a trip planner to the MyDART app; and
- The implementation of a consolidated call center in order to better serve customers and increase coordination and efficiencies between different parts of the organization.
- Based upon direction provided at the Commission budget workshop, the proposed budget includes three new items for FY2019;
 - Data Analyst Contract Position - \$75,000
 - Bus Stop/Shelter Cleaning Services - \$45,000
 - Business Partnerships Expansion – Cost Neutral



ACTION ITEM

8A: FY2019 Budget and Tax Levies

- The FY2019 budget maintains all current service levels without increasing DART's property tax levy rates.

Revenue assumptions include:

- Discontinuation of the City of Des Moines levy buy down of \$680,000, further increasing property tax revenue and eliminating municipal operating assistance revenue.
- Withdrawal of Carlisle, Elkhart, Mitchellville, Polk City and Runnells; reducing revenue by \$266,826.
- \$164,616 held as debt service reserve for future debt obligations for the cities of Carlisle, Elkhart, Mitchellville, Polk City and Runnells.
- \$305,000 ICAAP grant for the establishment of the Euclid/Douglas Crosstown route.

Expenditure assumptions include:

- Average of 3% pay increase for staff based upon labor contracts
- 10% premium increase in health insurance expense for employees currently enrolled
- IPERS Rate Increase
 - Employee rate 6.29% up from 5.95%
 - Employer Rate 9.44% up from 8.93%
- Corresponding expense of \$305,000 included to match ICAAP grant funds awarded for new Euclid/Douglas Crosstown route

Proposed Tax Levies:

- Proposed tax rates listed remain the same as those assessed in FY2018, with the exception of the City of Des Moines which discontinued the levy buydown of \$680,000.
- Cities listed below in *italics* are withdrawing from DART.

Jurisdiction	FY2019 DART Levy	FY 2019 Annual Cost for \$200K Home	Jurisdiction	FY2019 DART Levy	FY 2019 Annual Cost for \$200K Home
Alleman	\$0.60998	\$67.86	Johnston	\$0.630	\$70.08
Altoona	\$0.689	\$76.65	<i>Mitchellville</i>	<i>\$0.39170</i>	<i>\$43.57</i>
Ankeny	\$0.639	\$71.08	Pleasant Hill	\$0.609	\$67.75
Bondurant	\$0.603	\$67.08	<i>Polk City</i>	<i>\$0.35140</i>	<i>\$39.09</i>
<i>Carlisle</i>	<i>\$0.37528</i>	<i>\$41.75</i>	<i>Runnells</i>	<i>\$0</i>	<i>\$0</i>
Clive	\$0.633	\$70.42	Unincorporated Polk County	\$0.537	\$59.74
Des Moines	\$0.91475	\$101.76	Urbandale	\$0.682	\$75.87
<i>Elkhart</i>	<i>\$0.33820</i>	<i>\$37.62</i>	West Des Moines	\$0.783	\$87.10
Granger	\$0.60399	\$67.19	Windsor Heights	\$0.950	\$105.68
Grimes	\$0.602	\$66.97			

Recommendation:

- Certify the Proposed FY2019 Budget and Regional Transit Authority Tax Levies as presented.



System Summary Performance Report

January 2018

	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	January 2017	January % Change FY18	FY18 January YTD	FY17 January YTD	YTD % Change FY18
Fixed Route												
Passengers	265,741	554,545	366,180	383,886	353,419	307,576	321,007	334,782	(4.11%)	2,552,354	2,596,786	(1.71%)
Mobile Ticketing Ridership	0	264	254	1,160	7,066	7,786	9,023	0	0.00%	25,553	0	0.00%
OTT Ridership	18,154	20,542	20,390	21,931	21,284	19,312	16,780	18,465	(9.13%)	138,393	136,462	1.42%
Unlimited Access Ridership	23,968	28,678	28,746	28,198	26,100	21,443	25,317	25,620	(1.18%)	182,450	194,487	(6.19%)
Bike Rack Usage	6,160	7,141	6,369	5,652	4,386	3,203	1,895	2,121	(10.66%)	34,806	34,042	2.24%
Passengers Per Revenue Hour	15.4	24.7	21.0	20.4	19.8	17.6	17.3	18.1	(3.98%)	19.7	19.9	(1.20%)
Average Passenger Trip Length	4.52	4.41	4.44	4.41	4.42	4.39	4.46	4.39	1.64%	4.43	4.37	1.37%
Complaints Per 100,000 Passengers	12.42	14.25	21.30	19.54	18.67	12.03	10.59	9.56	10.81%	15.75	10.36	52.04%
Commendations Per 100,000 Passengers	3.39	1.62	2.46	1.82	0.85	0.33	4.36	1.19	265.02%	2.04	1.42	42.99%
On-Time Performance	81.99%	76.98%	77.69%	79.20%	83.23%	84.19%	85.02%	84.39%	0.75%	81.20%	82.90%	(2.06%)
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	0.38	1.40	0.74	2.73	2.52	1.48	0.35	1.74	(80.07%)	1.39	1.35	3.08%
Non-Preventable/100,000 Miles	2.30	3.37	1.85	0.68	1.08	1.48	1.39	3.83	(63.76%)	1.79	2.55	(29.84%)
Maintenance:												
Total Service Miles	260,394.5	356,040.4	270,161.2	292,939.7	277,902.1	270,461.1	288,119.7	287,141.7	0.34%	2,016,018.7	2,003,838.9	0.61%
Roadcalls/100,000 Miles	43.01	31.46	21.47	19.12	15.47	13.68	16.31	35.87	(54.53%)	23.07	36.08	(36.06%)
Active Vehicles In Fleet	126	123	123	123	123	123	123	127	(3.15%)	123	126	(1.93%)
Paratransit												
Passengers	8,330	9,423	8,904	9,586	8,417	7,772	8,329	9,272	(10.17%)	60,761	64,260	(5.45%)
Passengers Per Revenue Hour	2.4	2.4	2.5	2.4	2.3	2.3	2.2	2.5	(12.02%)	2.4	2.6	(8.68%)
Average Passenger Trip Length	8.94	8.95	9.01	9.01	9.04	9.02	9.09	8.89	2.33%	9.01	8.88	1.42%
Complaints Per 100,000 Passengers	120.05	84.90	101.08	83.46	83.17	193.00	180.09	21.57	734.91%	118.50	42.02	182.02%
Commendations Per 100,000 Passengers	24.01	10.61	33.69	0.00	0.00	0.00	12.01	0.00	0.00%	11.52	0.00	0.00%
On-Time Performance	63.06%	63.81%	60.74%	58.48%	56.38%	60.87%	60.09%	91.63%	(34.42%)	60.54%	92.66%	(34.66%)
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	1.34	0.00	0.00	1.30	0.00	1.53	0.00	2.77	(100.00%)	0.59	2.20	(73.25%)
Non-Preventable/100,000 Miles	1.34	1.27	0.00	1.30	0.00	0.00	4.16	1.38	200.51%	1.18	1.60	(26.43%)
Maintenance:												
Total Service Miles	74,398.9	79,005.0	72,019.5	76,769.0	69,268.2	65,194.4	72,111.2	72,234.2	(0.17%)	508,766.2	499,075.9	1.94%
Roadcalls/100,000 Miles	4.03	10.13	11.11	5.21	10.11	7.66	2.77	12.46	(77.77%)	7.27	10.22	(28.86%)
Active Vehicles In Fleet	25	23	23	23	23	22	22	22	0.00%	23	22	3.87%
Rideshare												
Passengers	16,083	19,429	17,612	19,518	19,205	18,258	22,503	16,110	39.68%	132,608	107,748	23.07%
Passengers Per Revenue Hour	5.1	5.5	5.4	5.4	6.4	6.7	6.0	5.4	11.88%	5.8	5.1	13.20%
Rideshare Customers	630	633	636	657	684	713	732	560	30.71%	669	559	19.70%
Rideshare Vans In Circulation	95	95	93	95	97	97	100	84	19.05%	96	84	14.48%
Average Passenger Trip Length	39.17	38.76	38.64	38.40	38.07	38.37	38.51	39.93	(3.57%)	38.54	40.10	(3.87%)
Complaints Per 100,000 Passengers	12.44	0.00	0.00	0.00	0.00	0.00	4.44	0.00	0.00%	2.26	0.00	0.00%
Commendations Per 100,000 Passengers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
Accident Frequency Rate by Service:												
Preventable/100,000 Miles	0.00	0.00	0.00	0.00	0.00	1.36	0.00	0.00	0.00%	0.18	0.22	(14.41%)
Non-Preventable/100,000 Miles	0.00	0.00	0.00	0.00	0.00	1.36	0.00	0.00	0.00%	0.18	0.22	(14.41%)
Maintenance:												
Total Service Miles	139,814.0	166,241.0	142,285.0	163,547.0	153,024.5	147,427.1	173,751.0	133,410.3	30.24%	1,086,089.6	929,842.7	16.80%
Active Vehicles In Fleet	109	109	109	109	109	107	107	108	(0.93%)	108	108	0.40%
System Total												
Farebox Recovery Ratio	18.36%	25.75%	23.31%	22.98%	22.76%	20.14%	19.43%	23.60%	(17.65%)	21.86%	25.94%	(15.74%)



System Performance Ridership Report

January 2018

	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	January 2017	January % Change FY18	FY18 January YTD	FY17 January YTD	YTD % Change FY18
Fixed Route	265,741	554,545	366,180	383,886	353,419	307,576	321,007	334,782	(4.11%)	2,552,354	2,596,786	(1.71%)
1. Local:												
#1 - Fairgrounds	13,061	247,010	19,810	20,612	18,083	15,629	15,441	17,748	(13.00%)	349,646	360,049	(2.89%)
#3 - University	28,515	31,544	32,331	33,378	32,409	28,845	28,315	29,144	(2.84%)	215,337	233,107	(7.62%)
#4 - E. 14th	14,049	16,396	16,010	16,152	16,062	13,742	15,122	16,637	(9.11%)	107,533	115,546	(6.93%)
#5 - Franklin Ave	5,090	7,164	9,374	11,016	11,491	8,983	9,937	7,916	25.53%	63,055	55,256	14.11%
#6 - Indianola Ave	19,925	26,008	30,459	32,019	29,462	25,578	26,405	27,996	(5.68%)	189,856	205,595	(7.66%)
#7 - SW 9th St	24,519	30,791	38,564	41,572	37,205	33,108	33,939	34,437	(1.45%)	239,698	228,736	4.79%
#8 - Fleur Dr	2,169	3,792	5,798	6,084	5,692	4,176	4,473	5,030	(11.07%)	32,184	30,350	6.04%
#10 - East University	1,933	2,902	3,299	3,533	3,078	2,778	2,867	2,744	4.48%	20,390	5,993	240.23%
#11 - Ingersoll Ave	1,594	2,031	1,924	2,019	1,780	1,476	1,677	2,117	(20.78%)	12,501	15,152	(17.50%)
#13 - Evergreen/SE Park Ave	623	3,170	7,873	8,715	7,828	5,891	7,095	7,161	(0.92%)	41,195	40,528	1.65%
#14 - Beaver Ave	13,847	18,176	22,293	23,844	21,466	18,438	19,348	20,474	(5.50%)	137,412	135,776	1.20%
#15 - 6th Ave	17,834	21,920	27,165	28,820	26,546	23,306	23,037	23,357	(1.37%)	168,628	165,999	1.58%
#16 - Douglas Ave	25,212	31,302	37,557	38,225	36,228	31,591	32,908	35,312	(6.81%)	233,023	244,285	(4.61%)
#17 - Hubbell Ave	20,920	23,365	23,307	26,596	23,709	22,076	22,071	21,498	2.67%	162,044	162,361	(0.20%)
#52 - Valley West/Jordan Creek	12,939	14,816	14,670	14,781	13,424	13,505	11,769	13,049	(9.81%)	95,904	99,935	(4.03%)
#60 - Ingersoll/University	26,097	31,299	34,862	36,851	33,414	28,870	31,378	29,926	4.85%	222,771	221,143	0.74%
2. Shuttle:												
Dline	15,017	16,165	16,583	14,875	12,822	11,345	12,970	13,996	(7.33%)	99,777	94,831	5.22%
Link Shuttle	771	714	632	667	620	523	730	993	(26.49%)	4,657	6,907	(32.58%)
3. Express:												
#91 - Merle Hay Express	1,065	1,380	1,056	0	0	0	0	908	(100.00%)	3,501	6,802	(48.53%)
#92 - Hickman Express	1,673	2,368	2,128	2,502	2,363	1,870	2,502	2,664	(6.08%)	15,406	17,711	(13.01%)
#93 - NW 86th Express	2,595	3,061	2,546	2,811	2,587	2,299	3,059	3,234	(5.41%)	18,958	23,533	(19.44%)
#94 - Westown	1,041	1,265	1,023	1,100	1,383	815	943	1,008	(6.45%)	7,570	8,089	(6.42%)
#95 - Vista	1,144	1,308	1,132	1,123	881	744	954	1,249	(23.62%)	7,286	9,542	(23.64%)
#96 - E.P. True	2,190	2,500	2,097	2,403	1,985	1,618	1,902	2,207	(13.82%)	14,695	15,441	(4.83%)
#98 - Ankeny	5,667	6,799	6,617	7,122	6,477	5,191	6,883	7,490	(8.10%)	44,756	47,458	(5.69%)
#99 - Altoona	1,430	1,582	1,608	1,616	1,541	1,106	1,419	1,888	(24.84%)	10,302	11,812	(12.78%)
4. Flex:												
#72 Flex: West Des Moines/Clive	3,864	4,512	4,239	4,194	3,737	3,184	2,776	3,439	(19.28%)	26,506	25,175	5.29%
#73 Flex: Urbandale/Windsor Heights	182	213	211	245	193	172	228	201	13.43%	1,444	1,505	(4.05%)
#74 Flex: NW Urbandale	538	677	744	756	623	471	552	386	43.01%	4,361	3,588	21.54%
5. On Call:												
On-Call: Ankeny	77	113	121	106	112	83	127	215	(40.93%)	739	1,515	(51.22%)
On-Call: Johnston/Grimes	104	138	98	99	170	133	143	208	(31.25%)	885	1,702	(48.00%)
On-Call: Regional	56	64	49	50	48	30	37	150	(75.33%)	334	1,364	(75.51%)
Paratransit	8,330	9,423	8,904	9,586	8,417	7,772	8,329	9,272	(10.17%)	60,761	64,260	(5.45%)
Cab	717	783	999	1,014	1,022	981	1,221	895	36.42%	6,737	6,261	7.60%
Bus/Van	7,613	8,640	7,905	8,572	7,395	6,791	7,108	8,377	(15.15%)	54,024	57,999	(6.85%)
Rideshare	16,083	19,429	17,612	19,518	19,205	18,258	22,503	16,110	39.68%	132,608	107,748	23.07%
Total Ridership	290,154	583,397	392,696	412,990	381,041	333,606	351,839	360,164	(2.31%)	2,745,723	2,768,794	(0.83%)



MONTHLY REPORT



10A: Operations

Staff Resources: *Tim Sanderson, Chief Operating Officer*

- February brought a number of weather related challenges to the provision of transit service for DART. I am pleased to report that through all of the ice and snow, the entire DART Team of Operators, Supervisors, Maintenance Staff and Managers all pulled together to ensure that DART's customers reached their destinations safely despite delays resulting from traffic delays.
- From February 21-23 a team of DART managers visited Dayton RTA in order to share best practices and learn about a number of innovative service delivery initiatives that they are currently undertaking. Dayton RTA is a fellow member of the American Bus Benchmarking Group and all those who participated gained a great deal of knowledge and inspiration for future DART projects.



MONTHLY REPORT



10B:	External Affairs Team Report
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Staff Resources: *Amanda Wanke, Chief External Affairs Officer*

External Affairs – All Team

Deer Ridge Community Shuttle: Beginning on Tuesday, Feb. 27, 2018, DART will provide two daily bus trips twice a week on Tuesday and Thursdays between the Deer Ridge Apartment Complex and Walmart in Windsor Heights. While the service operates, DART will continue to work with Deer Ridge as well as other community partners to identify a long-term solution to serve this area.

Veterans Ride-for-Free Promotion: DART staff are working with Polk County Veterans Affairs to allow all veterans to ride DART for free in the month of May. Promotion will start in late March/early April.

February Service Change: The February Service Change was implemented on February 4 and included changes and improvements to Routes 1, 4, 5 and 17.

Marketing and Communications – Erin Hockman, Marketing and Communications Manager

Marketing Materials Update: The RideShare brochure was updated and two new brochures, a rider guide and a reduced fares guide, were printed this winter. These brochures feature a new, consistent look to DART marketing collateral and will be used at DART Central Station and at external events. The next round of updates will include the Paratransit brochure and system route map.

MyDART Trip Planner pilot: Staff organized a pilot for the trip planner feature in the MyDART app. There were 39 pilot participants who were given weekly items for testing and asked to send comments, issues or suggestions to staff as well as complete a final survey to share their overall experience with the app. The trip planner will launch later this spring.

Business Development – DART's business partnerships coordinator held several meetings with area employers to discuss transportation, including:

- Grab and Go with DMACC Urban Campus
- Met with Central Iowa Works and gave presentations at three meetings representing the organizations and business the group serves
- Met with Iowa Workforce Development's business services team
- Attended the Employer's Council of Iowa monthly meeting
- Presented Rideshare opportunities to Mary Greeley Medical Center in Ames.

Meetings and contract renewals with current Unlimited Access partners are ongoing.



Marketing Analytics Report

Metric	Aug. 2017	Sept. 2017	Oct. 2017	Nov. 2017	Dec. 2017	Jan. 2018	Jan. 2017	% Change Year Prior
MyDART App Accounts	n/a	n/a	655	1,049	1,287	1,583	n/a	n/a
Website Unique Visitors	38,943	33,616	35,487	30,299	28,421	33,800	31,719	6.16%
Facebook Likes	2,927	3,011	3,039	3,061	3,069	3,112	2,673	14.11%
Twitter Followers	1,953	1,961	1,976	1,988	1,992	2,005	1,845	7.98%
Email Subscribers	4,940	4,980	5,470	5,480	5,770	5,750	4,630	19.48%
Trip Plans	9,678	8,662	8,515	6,453	5,274	7,304	9,348	-27.98%
Next Bus	3,618	3,418	3,665	3,574	3,623	3,682	3,884	-5.49%
Schedules	3,481	2,701	2,319	1,978	1,817	2,040	2,026	0.69%
RideTime App	36,643	34,298	38,170	37,331	35,067	38,601	32,669	15.37%
SMS Text Messaging	65,834	66,685	87,471	76,266	79,234	78,014	64,183	17.73%
IVR	10,180	9,963	9,268	8,440	8,119	7,696	7,585	1.44%

MyDART App Report

Metric	Oct. 2017	Nov. 2017	Dec. 2017	Jan. 2018	TOTAL
Downloads	1,012	580	341	407	2,340
iOS	437	250	133	170	990
Android	575	330	208	237	1,350
Accounts Created	655	394	238	296	1,583
Orders Placed	428	927	1,099	1,339	3,793
Passes Purchased	550	1,254	1,381	1,629	4,814
Revenue	\$4,645.35	\$8,846.65	\$10,023.00	\$13,278.50	\$36,793.50

Customer Experience – Alison Walding, Customer Experience Manager

January 2018 Website Communication and Messages:

- Bus Stop/Shelter Requests = 0
- Contact/Feedback Form = 49
- Voicemails = 120

Total Calls for January 2018

- Schedule Information – 5617
- Paratransit - 4750
- Spanish Line – 35
- Receptionist – 319
- RideShare – 161

MONTHLY REPORT
10B: External Affairs

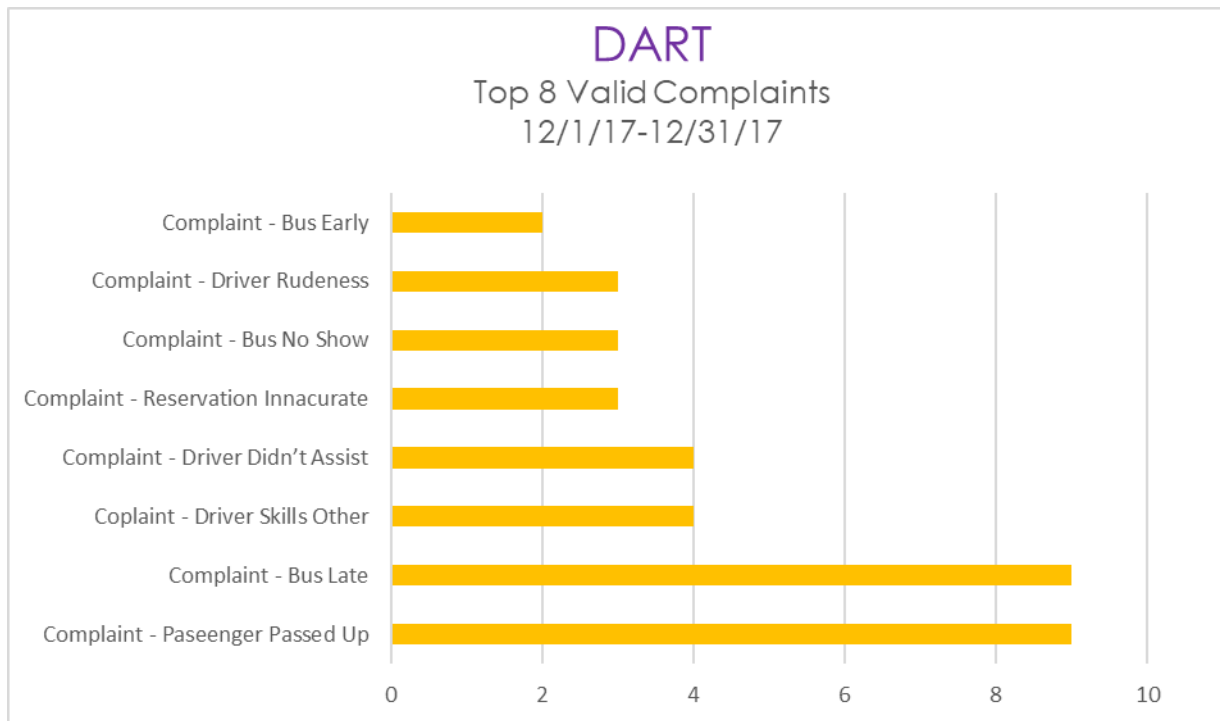


Mobility Coordination

Mobility Coordinator Activities January 2018

- How to Ride Fort DSM **(77)**
- How to Ride Bernie Lorenz **(12)**
- How to Ride Fresh Start Women's Facility **(17)**
- How to Ride Bridges of Iowa **(9)**
- How to Ride House of Mercy **(10)**
- How to Ride Heartland AEA staff
- How to Ride at Easter Seals staff
- How to Ride Eyerly Ball **(12)**
- How to Ride Park Avenue Elementary School 2nd Graders **(87)**

Top 8 Valid Complaints (per 100,000 passengers) as of January 30, 2017



MONTHLY REPORT
10B: External Affairs



RideShare

January 2018

- Provided 2 driver trainings
 - January 13 and 27
 - 9 drivers
- Sent out quarterly RideShare newsletter
 - This newsletter serves to update riders and drivers on important RideShare information and further engagement.
- Sent out RideShare New Year's postcard
 - This was sent out to our existing riders to promote rider retention and encourage riders to update their contact information, promote RideShare on social media, and recruit new riders for their vans
- Updated RideShare brochure
 - Updated brochure with current and correct information
- Ran Facebook post giveaway
 - This post received 56 reactions, 71 comments, and 34 shares
 - It's reach was 4,744 people
- Started 2 new vans with 10 new riders
 - Marshalltown to Newton (TPI) and Des Moines to Newton (TPI)

Planning – Emily McMahon, Interim Planning Manager

Schedule Analysis: Staff continue to work with Transportation, Management & Design (TMD) to do a review of DART's bus schedules in order to identify opportunities to increase ridership and customer satisfaction through schedule changes, as well as opportunities for efficiencies. The process will take several months. Recommendations will likely be brought to the Commission in spring 2018.

Upcoming Major Service Changes: Staff are preparing for the June and August service changes. With the Des Moines Public Schools bell times changes, the implementation of the Euclid-Douglas Crosstown, and potential other changes, August is shaping up to be a fairly major change. Updates will be brought to the Commission throughout the spring.

Long-Term Shelter Plan: Staff are preparing a long-term shelter plan that identifies potential future locations for shelters, funding needed, and an implementation timeline.



MONTHLY REPORT



10C:	Procurement
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Staff Resource: *Mike Tiedens, Procurement Manager*

Upcoming Procurements:

Architectural and Engineering Consulting Services – DART is seeking a Contractor to provide on-call Architectural and Engineering services that integrate architectural, design, engineering, landscaping, environmental, surveying, and other necessary services as determined for future projects.

- Request for Proposal to be published in March 2018

Contracts and Task Orders Approved Recently:

Vault Installation – DART solicited bids for a contractor to provide the installation of two (2) fare collection vaults and incidental masonry patch and repair work related to the project at 1100 DART Way. The project requires multiple phases and the work will be scheduled when the new vaults arrive on site in coordination with the new fareboxes.

- The winning bidder was Edge Commercial and the contract price was \$9,445

Boiler Service Maintenance – DART solicited quotes for a contractor to provide service and preventative maintenance for the on-site boilers.

- The winning bidder was Hildreth Boiler Company and the contract price is \$3,444 annually

Welder – DART solicited quotes for a 350P, 60HZ, 1 or 3 phase industrial welder.

- The winning bidder was Airgas USA and the purchase price was \$5,646.27

Future Procurements:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Janitorial Services (both locations) • Bus Shelter Installation Services • Employment Services • Printing Services | <ul style="list-style-type: none"> • Data Management System (TransTrack) Maintenance Extension • Bus Wash • Heat Pump Replacement – DCS |
|---|--|



10D: Chief Executive Officer

Staff Resource: Elizabeth Presutti, Chief Executive Officer

- **DART Executive Committee:** The DART Executive Committee met on Friday, February 16th. The discussion items presented during the meeting included: DART Electric Bus Pilot Update, Facility Assessment for 1100 DART Way and a new DART Member Government Policy. The next DART Executive Committee meeting is scheduled for March 16, 2018 at 8:00 am.

- **New Commissioner Appointments:** With the City Council transitions this January, DART has had new appointments to the Commission in the Commissioner capacity:
 - o City of Carlisle: Mayor Drew Merrifield

- **2017 YP of the Year by the Des Moines Register:** DART's Business Development Coordinator Nick Peterson, was selected as the 2017 YP of the Year by the Des Moines Register, the Greater Des Moines Partnership and Young Professionals Connection. Nick was chosen as the winner from a list of three finalist candidates at a reception on Thursday, Feb. 15. His selection is in recognition for his work with both the local NAACP and with DART's business partnership initiatives especially with DART's business partner, TPI Composites. In his nomination, a representative of TPI shared that Nick was instrumental in their ability to recruit and retain employees through TPI's participation in DART's RideShare Program. Nick helped secure a partnership between TPI and DART nearly two years ago, and has helped to provide driver training, vans and community contacts to help ensure a safe and reliable method for getting employees to jobs in Newton. Because of his efforts, TPI now has 20 vanpools that they use to transport employees from many surrounding communities across central Iowa to Newton.



- **APTA Award for DART Forward Update:** I am pleased to share that DART has received an APTA AdWheels First Place Award for Best Comprehensive Educational Campaign for the DART Forward 2035 update. This award is a recognition of the hard work, strategy and creativity of so many DART team members. The award was awarded to some of our staff members at this week's APTA Marketing Conference in San Francisco.



- **Transit CEO's Seminar:** I attended the Transit CEO's Seminar in Miami in early February. The seminar offered updates on collective bargaining, the future of mobility, monetizing public transportation and ridership trends across the country.



FUTURE DART COMMISSION ITEMS



FUTURE AGENDA ITEMS:

April 3, 2018 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> Financial Audit Services Transtrack/Trapeze Contract Renewal 	<ul style="list-style-type: none"> Survey Synthesis
May 1, 2018 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> Architecture and Engineering Services Contract Safety Management Policy Bus Shelter Installation Services 	<ul style="list-style-type: none"> Quarterly Safety Report Quarterly Investment Report SWOT Analysis
June 5 2018 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> Bus Wash Participating Community Status of Withdrawal Cities Capital Plan 	

Other Future Agenda Items:

- Bus Shelter Planning
- Facility Assessment